



## **DEPARTMENT OF PARKS, RECREATION AND MARINE ADMINISTRATIVE ANALYST II**

**\$23.64 - \$32.14 PER HOUR**

The Department of Parks, Recreation and Marine has an immediate opening for an Administrative Analyst II. The Administrative Analyst II reports directly to the Manager of Community Recreation Programs and is responsible for the analytical and general administrative support to the Bureau. The position works in cooperation with the Manager of Business Operations in the development of the bureau budget.

### **POSITION RESPONSIBILITIES**

- Develops and monitors the Community Recreation Programs Bureau budget, which represents over \$11.9 million in expenses and over \$4.2 million in revenue;
- Develops and implements policies and procedures related to the Bureau;
- Prepares detailed analyses and comprehensive written reports;
- Performs a wide range of financial, performance, and policy-related studies;
- Assists staff (Manager, Superintendents, Supervisors, and Recreation Assistants) with a variety of programs and projects;
- Prepares staff education materials and budget, staffing, and purchasing summaries;
- Coordinates with other bureaus, departments, and agencies regarding a variety of issues;
- Develops, prepares, and revises comprehensive program/service contracts and agreements;
- Advises staff on purchasing procedures and troubleshoots purchasing problems;
- Coordinates blanket purchase orders needed for the Bureau;
- Ensures compliance with terms and conditions of agreements in regards to grant funding;
- Other related responsibilities as assigned.

### **DESIRED QUALIFICATIONS**

- Excellent writing skills, and ability to prepare complete, sound reports for management use;
- Excellent organizational skills, and ability to handle multiple projects/duties, often under tight deadlines;
- Strong PC skills; proficient with Microsoft Excel, Word, and PowerPoint; Intranet/Internet;
- Good communication skills, and ability to maintain effective working relationships with employees at all levels of the organization;
- Ability to prepare and perform written and oral reports;
- Excellent analytical skills, and ability to "tailor" reports to the need and/or audience;
- Ability and willingness to work independently on multiple projects concurrently under tight deadlines;
- Willingness and ability to work overtime, including weekends, as needed.

### **SELECTION PROCEDURES**

**This position is open to current classified Administrative Analysts in the City of Long Beach and individuals reachable on the Administrative Analyst Civil Service eligible list.** Please submit a resume, letter of interest, and three work-related references, **no later than 4:00 p.m., Friday, April 28, 2006, to:**

**Chrissy Marshall, Manager  
Community Recreation Programs Bureau  
Department of Parks, Recreation and Marine  
2760 Studebaker Road  
Long Beach, CA 90815-1697**

**The City of Long Beach is an Equal Opportunity Employer**

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please contact (562) 570-3187.